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## Information Solutions Group Engineering Document Management Plan

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- N/A (new procedure)

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## Information Solutions Group Engineering Document Management Plan

### 1 Introduction

This document sets forth group-specific guidelines for management of engineering documents and drawings consistent with the Managing APS Documents Policy ([APS 1273342](#)). The Information Service (IS) Group is required to have such a policy in place to guide their staff in the details of controlling their engineering documents under this procedure.

#### 1.1 Related Documents

- Managing APS Documents Policy ([APS 1273342](#))
- Managing APS Engineering Documents ([APS 1423689](#))
- APS Design and Drafting Drawing Standard ([APS 1429632](#))
- [Argonne Quality Assurance Program Plan](#)

### 2 Repository Use and Revision Tracking for Engineering Documents

[Table 1](#), which is copied from the Managing APS Documents policy ([APS 1273342](#)), maps the valid document repositories with the workflows that are supported by each repository.

**Table 1: Work Flows and Revision Tracking Capability per Repository Type**

<b>Repository</b>	<b>Staff-controlled / No Revision Tracking (Not a controlled document)</b>	<b>Staff-controlled / Revision Tracking (Not a controlled document)</b>	<b>Controlled Document (A formal change procedure including an approval workflow and Revision Tracking)</b>
Group-Shared File System (GSFS)	X		
Group-Shared File System Plus a Revision Control System (RCS)		X	
ICMS		X	X (with approval thread)
Vault			X
PDMLink			X

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The left column of [Table 2](#) lists the types of documents generated by the IS Group in its routine operation.

**Table 2: Work File Repository Usage**

Criteria	Staff-controlled/ No Revision Tracking	Staff-controlled / Revision Tracking		Controlled Document			Drawing must meet D&D Standard ( <a href="#">APS 1429632</a> )
	Group-shared File System (GSFS)	GSFS + RCS	ICMS	ICMS (with approval thread)	Vault	PDMLink	
Meta Data Files			X				
Requirement Documents	X						
Software Licenses	X						
Training Materials			X				
User Guides	X						
Web Coding Standards			X				
Default	X						

### 3 AES/IS Group-shared File Systems and Revision Control Systems (RCS)

AES/IS group-shared File Systems resides on the oxygen server.

**Path:** /net/oxygen/aesis

**Type of RCS:** none

**Directory Structure Guidance:**

/net/oxygen/aesis/<STAFF\_NAME> (each staff member has a directory for their use)

### 4 Document/Drawing Requirements

N/A

### 5 Software Tools

Standardized software applications for certain engineering drawing requirements are listed in the table below.

Document/Drawing Type	Software Tools
ER Diagrams	Visual Paradigm, PowerPoint
ICMS Instruction	Wiki Page

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## 6 Alias Project Naming Convention (if any)

N/A

## 7 Alias Drawing Naming/Numbering Convention (if any)

N/A

## 8 Group-specific EDP Collection Browse Categories

N/A

## 9 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)<sup>\*</sup> to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS\\_1408152](#)).

<sup>\*</sup> [http://centraldocs.aps.anl.gov/comment\\_form.php](http://centraldocs.aps.anl.gov/comment_form.php)